


DPS STANDARD OPERATING PROCEDURE			
	<b>SUBJECT:</b> <b>CAMPUS CRIME REPORTING:            ADHERING TO CLERY ACT</b>  <b>DPS SOP 2010-44</b>	<b>SECTION(S):</b>  ALL	<b>DISTRIBUTION:</b>  ALL PERSONNEL
	<b>ISSUING AUTHORITY:</b>  ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)	<b>EFFECTIVE DATE:</b> December 7, 2010  <b>REVISED DATE:</b> January 30, 2016	<b>SUPERSEDES:</b>  Clery Update

**CAMPUS CRIME REPORTING:  
 ADHERING TO CLERY ACT**

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***CALEA STANDARDS:***

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## REFERENCES:

- SOP 2012-04 Crisis Alert Notification System: Orange Alert
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Law)

**ATTACHMENTS:** None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

**II. PURPOSE:** The purpose of this Standard Operating Procedure (SOP) is to establish protocols to be followed in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**III. POLICY:** It is the policy of the DPS to comply with all directives of the United States Department of Education advanced by the *Crime Awareness and Campus Security Act of 1990* now known as the Clery Act; and to proactively take all steps possible to ensure that both the letter, and the spirit of the law are being strictly adhered to.

**IV. COMMENTARY:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 USC 1092 (f) as part of the Higher Education Act of 1965 is a federal law requiring colleges and universities to disclose *timely* and specific information, as well as annual summary information about campus crimes and security policies. The Clery Act incorporates three main categories:

- **Annual Report:** An Annual Report on Campus Security and Fire Safety reports on a calendar year and needs to be provided to all current students, faculty, and staff. In addition, all prospective students, faculty, and staff must be made aware of the report's existence and provided means of acquiring the report, and this may be accomplished through electronic means or upon request, a hard copy.
- **Daily Crime Statistics:** Daily crime statistics must be readily available to the public.
- **Timely Warnings:** Timely warnings must be given to the university community when crime information poses an ongoing threat to students, faculty, and staff.

## V. PROCEDURES: Campus Crime Reporting: (16.3.1 a, b) (85.1.1)

**A. Annual Report:** Campus Safety and Emergency Management Services, of which DPS is a subordinate Section and major contributor to this report, will be responsible for the publication of the Annual Report on Campus Security and Fire Safety which will serve as the required annual report. **(01/30/16)**

1. **Annual Update:** The report shall be reviewed and updated annually.
2. **Calendar Year Summary:** The report will be published by October 1st each year.
3. **Annual Report Committee:** The compilation and publication of the annual report is a significant department task and it will be completed conjointly by

members of the department that comprise an Annual Report Committee to include:

- a. Regulatory Compliance Manager ( Office of Institutional Risk Management Employee)
- b. The Public Information Officer
- c. Emergency Management/Business Continuity Director
- d. Fire and Life Safety Services Manager
- e. Lieutenant of Investigations

**B. Process of the Annual Security Report (ASR) Preparation:** (By Members of the Annual Report Committee)

1. Review: The review of the ASR will start at the beginning of the calendar year by:
  - a. Obtaining an updated list of all University owned, operated, or controlled property.
  - b. Contacting all local law enforcement agencies which have jurisdiction over university property to include: the Syracuse Police Department, the Onondaga County Sheriff's Office, the New York State Police and the Town of Dewitt to request needed crime statistics for inclusion into the report.
    - i. After the calendar year has ended, the Regulatory Compliance Manager will draft a letter regarding the Clery Act which identifies its requirements and requests crime statistics. After being reviewed and signed by the Associate Vice President and Chief for CSEMS and signed by the Regulatory Compliance Manager, the letter will be mailed to all domestic law enforcement agencies for jurisdictions in which the University owns, operates or controls property. These include, but are not necessarily limited to:
      1. Syracuse Police Department
      2. Campus West Apartments
      3. Washington, D.C. Police Department
      4. Dewitt Police Department
      5. Los Angeles Police Department
      6. New York Police Department
      7. Onondaga County Sheriff's Department
      8. Park Point Apartments
  - c. Receiving information from any off-site University affiliated learning site to include those throughout the continental United States and abroad.

- i. After the calendar year has ended, the Regulatory Compliance Manager will reach out to all SU Abroad contacts with a spreadsheet to verify the police agencies for each SU Abroad program location (letter referenced in B.1.b.i).
  - ii. Regulatory Compliance Manager will send letters signed by the Chief of DPS and the Regulatory Compliance Manager to each police agency listed for each SU Abroad location.
- d. Compiling all crimes and reportable Clery offenses reported to University officials other than those also reported to the DPS including but not limited to: The Office of Residence Life, Student Experience, and the Office of Community Standards.
  - i. The Regulatory Compliance Manager will meet regularly with Equal Opportunity Inclusion and Resolution Services (EOIRS) staff to ensure all Clery reportable incidents are included by cross-referencing EOIRS incidents with those already included numbers.
  - ii. The Regulatory Compliance Manager will obtain referral numbers from the Office of Community Standards by emailing the director for all numbers not referred to the Office of Community Standards by DPS staff.
- e. Receive all crime statistics and Clery reportable offenses reported to other local law enforcement agencies with jurisdiction over University properties. The Regulatory Compliance Manager will evaluate all submissions for inclusion in the Clery Statistics.
- f. Review, incorporate, and compile crime statistics reported to DPS into a spreadsheet for inclusion into the final report.
  - i. The Regulatory Compliance Manager and designated representatives from DPS Investigations will meet regularly to go through all incidents on each Chief's Morning Report (CMR) and evaluate them for inclusion in the Clery Statistics.
    - 1. A Clery Crime Statistic Reporting Form will be completed for each incident included. This form will be printed, both in hard copy and into OnBase.
    - 2. Each incident will be listed on a monthly tally spreadsheet.
    - 3. Totals for each month will be updated on a yearly spreadsheet.
    - 4. Crime Statistic Reporting Forms and monthly tally forms will be filed by month and year.
  - ii. Each calendar year will include a folder for incidents that would have been Clery reportable, but were determined to be 'unfounded' by an official law enforcement investigation. The Regulatory Compliance Manager will print copies of these reports and include them in this file.
  - iii. The Regulatory Compliance Manager will solicit, track and compile quarterly reports from all separate campuses, both foreign and domestic. Each calendar year will have one folder for SU Abroad

campuses (foreign) and one folder for domestic separate campuses in which these reports will be filed.

1. Each separate campus has a page in the yearly spreadsheet. The Regulatory Compliance Manager will keep the spreadsheet updated with the information submitted in the quarterly reports.
- g. The Regulatory Compliance Manager will work with the DPS Public Information Officer (PIO) to review all information for accuracy to include relative statistics, alcohol/drug policies, reporting methods; and ensure full disclosure and transparency of all policies, such as crime prevention, sexual assault reporting, and any new mandates, e. g 2010 requirements relative to Missing Person Contact Information, fires, and expanded Hate Crime reporting are included and being adhered to. Applicable ASR sections will be sent out to departments as needed for review, including but not limited to: Office of Community Standards, Student Experience, and Office of Health Promotions, to ensure the accuracy of security information, agency names, URLs, phone numbers, policy and procedure information, etc.
2. Publication: The primary means of publication of the ASR on Campus Security and Fire Safety will be its availability on the department's website; <https://dps.syr.edu/>. The Regulatory Compliance Manager will work with the PIO to produce the ASR and send out the notifications.
  - a. All students will be notified by email.
  - b. Staff and Faculty will be notified by email and postcard of the availability of the annual report.
  - c. The email will contain the exact computer address (URL) of the document.
  - d. The notification will also notify everyone that a hard copy of the report is available upon request.
3. Reporting to the U. S. Department of Education (USDOE):

The Regulatory Compliance Manager shall report applicable crime statistics to the U.S. Department of Education electronically as required.

  - a. In July, the Regulatory Compliance Manager should receive a copy of the letter and Registration Certificate from the USDOE. This is usually sent to the main campus address and typically received by the Chancellor's Office.
    - i. The Registration Certificate includes the dates the survey opens and closes along with the institution's login information. Data collection usually takes place from mid-August to mid-October.
    - ii. The Regulatory Compliance Manager will log in on the open date and confirm the institution information so USDOE will know the login information has been received by the institution.

- iii. The USDOE will contact the Campus Safety Survey Administrator they have on record if the institution's survey has not been logged into.
  - b. The Regulatory Compliance Manager will input statistics for each area of each campus based on the data collected/compiled into the designated areas of the USDOE data collection survey.
    - i. Any survey required caveats triggered by the data entered will be researched and entered by the Regulatory Compliance Manager in consultation with University Counsel.
  - c. The Regulatory Compliance Manager will run the required check for errors and lock down each campus survey on or before the designated close date.
    - i. The Regulatory Compliance Manager will print a digital copy of each campus submission for institution records.
- 4. Fire Safety Disclosures: Log, Statistics, Annual Fire Safety Report:
  - a. The Fire and Life Safety Services Manager will be responsible for overseeing the Campus Fire Safety Compliance Report, which is included in the ASR on Campus Security and Fire Safety and contains:
    - i. A fire log of all reported fires that occur in on-campus student housing facilities to include the date the fire was reported, the nature, date, and time of the fire, and the general location of the fire. **(16.3.4 a, b, c) (85.1.5 a, b, c)**
    - ii. Fire safety policies and fire statistics for on-campus student housing facilities.
  - b. The Fire and Life Safety Services Manager will be responsible for submitting the fire statistics annually to the Regulatory Compliance Manager who will report those statistics to the U.S. Department of Education as required.
- 5. Records: All digital and hard copy records will be maintained by the Regulatory Compliance Manager for the statutorily defined number of years. Records will be destroyed when they are beyond the statutory period unless USDOE instructs otherwise.
  - a. The current statutory period is 7 years.

**C. Daily Crime Log:**

- 1. Log Availability: The daily crime log will be available twenty-four hours a day, seven days a week to the University community through two avenues:
  - a. There will be an electronic version of the crime log made available via a link on the department's website and secondly,
  - b. A hard copy will be available upon request, at the department's reception area.

2. Responsibility of the Duty Officer: It will be the responsibility of the Duty Officer to ensure that the CMR is prepared and distributed through the University as required.
3. Responsibility of the Public Information Officer: The PIO or a designee shall ensure the daily crime log is posted on the department website and a hard copy placed in the DPS reception area with all crimes reported to the department within two business days of the reporting of the crime.
  - a. The daily crime log will contain the report number, report date, report time, crime (or incident) type, crime date, crime location, and when available, the disposition of the incident. **(16.3.3 a, b) (85.1.4 a, b)**

**D. Timely Warning: (16.3.2 a) (85.1.2 a)**

1. Geography of Required Timely Warning Notice: Any crime that the Clery Act mandates as reportable that occurs on or within property that is owned, controlled, or operated by the University, or that occurs on public property that intersects or is adjacent to the aforementioned property may necessitate a timely warning.
2. Intended Function of Timely Warning: The timely warning is intended to inform the community of crime information in the face of a serious or continuing threat in order to aid in the prevention of similar crimes.
3. Timely Warning Extenuating Circumstances: Not every reportable crime will require a timely warning, and this might be the case where there is a prolonged delay in the reporting process; or the offender is apprehended subsequent to committing the offense and prior to the creation or distribution of an alert.
4. Crimes included in the 'Timely Warning' mandate are:
  - a. Homicide
  - b. Robbery
  - c. Sexual Assaults
  - d. Aggravated Assaults
  - e. Burglary
  - f. Hate Crimes
  - g. Arson
5. Guidance Regarding When and If a Timely Warning is Required: When determining whether a timely warning is required, it is irrelevant whether the victim or offender are members of the University community; and only the classification of crime, the location of occurrence and the continuing threat to the community are of consequence.
6. Timely Warning not a 'Crisis Alert': Timely warnings must not be confused with a Campus Crisis Notification System that would be required and broadcast in the event of a developing or ongoing crisis like an active

shooter, explosion, etc. more thoroughly detailed in SOP 2012-04 Campus Crisis Notification 'Orange Alert'.

- a. Timely warnings, unlike Orange Alerts, do not require an immediate publication and, as a result, they may be distributed after some required investigation has been conducted and, in some instances, after discussion with the Chief/Deputy Chief and Duty Officer.
7. Responsibility for Time Warning Notices: The recognition of a continuing threat and the need for a timely warning is the responsibility of the Duty Officer and in their absence, the most senior on-duty supervisor.
    - a. After university business hours, that supervisor should contact the department's Duty Officer and provide all available and relevant information pertaining to the incident.
    - b. The Duty Officer will then make a decision as to whether a timely warning is required.
  8. Approval of a Timely Warning Notice: In the event that a timely warning is required it will be the responsibility of the Duty Officer to create and distribute the warning and the timely warning will be: **(16.3.2 b) (85.1.2 b)**
    - a. Approved by the Associate VP and Chief or designee as to form and content prior to being distributed.
    - b. After approval, the Emergency Management/Business Continuity Director or Public Information Officer will send it out via electronic distribution to campus community members.
    - c. Distributed in flyer form throughout the University to include: academic buildings, residence halls, the Schine Student Center, the Goldstein Center on south campus, and within private apartment buildings on property leased by the University when applicable.
  9. Required Timely Warning Notice Content: At a minimum the timely warning will include:
    - a. The flyers will include a colored heading indicating that the timely warning is from the Syracuse University Department of Public Safety; and the individual timely warning will likewise utilize the appropriate color: blue, yellow, pink, purple, green, red, or black in descending order.
    - b. A notice that the timely warning is intended for the protection of the university community.
    - c. An incident title that readily identifies the offense e.g. robbery, sexual assault, etc.
    - d. The report numbers for both the DPS and Syracuse Police Department.
    - e. Date/time/location of occurrence.
    - f. Narrative that answers the questions: who, what, where, when and how the offense occurred.

- g. Suspect description information to include gender, height, weight, clothing, and/or other distinguishing features other than race or ethnicity (race and ethnicity are excluded from descriptions to comply with University policies affirming non-discrimination).
  - h. A link to an interactive map.
  - i. Notice providing information as to how to access the 'Silent Witness' program and the appropriate link.
  - j. Appropriate safety guidelines.
  - k. Encouragement to contact Public Safety in the event of a suspicious incident or occurrence.
10. Notice Forms Used for Timely Warnings:
- a. Public Safety Notice (rotating colors) – Format used to issue a timely warning related incident that pose an ongoing threat to the University community.
  - b. Public Safety Update (orange color) – Format used to issue either an update to an earlier Public Safety Notice or to provide the community with an update on an incident which has been resolved with an arrest, was earlier reported as a threat but has been determined to be unfounded, or has otherwise been determined to no longer be a threat.
  - c. Public Safety Information (black color) – Format used to provide the community with important public safety information that does not necessarily constitute a threat, but will contribute to the prevention of a crime.

### **POLICY REVISION HISTORY**

<b>NO</b>	<b>SECTION REVISED</b>	<b>DATE ISSUED</b>
1	2007-48 Crisis Alert deleted from References & archived	05/22/12
2	2012-04 Crisis Alert Notification System: Orange watch added to References	05/22/12
3	Added Calea Standard 85.1.5 a-d Pg. 4 Part B Sub 4 re CMR	10/08/12
4	Reviewed /Revised titles and format	06/11/13
5	Suspect description Part C Sub 9 g	07/16/13
6	Reviewed/Revised	01/12/15
7	Reviewed re IACLEA	01/30/16
8	Reviewed/Updated per Clery Act.	01/30/17
9		
10		